

1 DETERMINE YOUR ELIGIBILITY TO APPLY FOR SSN:Students **MUST**:

- have an offer of employment;
- have completed Check-in procedures at International Student and Scholar Services;
- have been in the U.S. for at least 10 days;
- be registered for classes.

Claim your Temporary Control Number (TCN) and submit to your hiring unit. Students have already been assigned this number. If you don't know your number, please go to the i-card office to obtain it. You may be paid for employment using this number, but must still apply for a Social Security number (SSN) since this number is temporary.

2 PREPARE THESE DOCUMENTS BEFORE YOU GO TO THE SOCIAL SECURITY OFFICE:

- Passport
- Entry visa
- Most recent I-20 or DS-2019
- I-94 print out (<https://i94.cbp.dhs.gov>)
- Completed Social Security application form (<https://www.ssa.gov/forms/ss-5.pdf>)
- ISSS letter of eligibility
- Earning statement **or** letter on department letterhead verifying employment.

***In order to obtain this letter, you must bring a letter verifying your employment or an earning statement and your I-20 or DS-2019 to the ISSS Front desk.*

****If department letter, it must include the following information:**

1. identity of student employee
2. job description
3. anticipated or actual employment start date
4. number of hours student is expected to work
5. employer identification number (EIN) (37-6000511 for UIUC)
6. employer contact information, telephone number, and name of student's immediate supervisor
7. original signature
8. signatory's title
9. date

NOTE: University Housing/Dining, does NOT issue these letters. Earning statements only.

F-1 students are required to be registered for classes in order to obtain a letter of eligibility.

J-1 students whose DS-2019 was not issued by the University of Illinois at Urbana-Champaign must obtain an eligibility letter from their J-1 program sponsor.

3 VISIT SOCIAL SECURITY OFFICE:

Take your application materials with you to the Social Security Office:

**101 S. Country Fair Dr.
Champaign, IL 61821**

Telephone: 1-877-819-2593

Office Hours:

Monday	9:00 a.m. - 4:00 p.m.
Tuesday	9:00 a.m. - 4:00 p.m.
Wednesday	9:00 a.m. - 12:00 p.m.
Thursday	9:00 a.m. - 4:00 p.m.
Friday	9:00 a.m. - 4:00 p.m.
Saturday	CLOSED
Sunday	CLOSED

NOTE: Your Social Security number is tied to your identity and financial background. To avoid risk of identity theft, take care to keep your Social Security Number secure and private. Do not carry your Social Security card with you (keep it at home, in a safe place) and do not list your Social Security Number on forms or share it with others unless absolutely necessary.

1 INSTRUCTIONS FOR NEW INTERNATIONAL STUDENTS ONLY:

- The current semester must have already started and your SEVIS record should be “Active”. Check if your record has been switched to “Active” by logging in to <https://sunapsis.illinois.edu/>.

****It takes about one week after the semester has started for your SEVIS information to be updated at the Social Security office. We recommend going to the office after the 10th day of classes.****

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